

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

June 22, 2004

75

FROM: **ELIZABETH SANCHEZ**, Employee Relations Chief
 Human Resources Department

SUBJECT: CLASSIFICATION ACTIONS

RECOMMENDATION: Subject to classification review, establish the new classifications listed below, which are included in the 2004-05 Proposed Budget, and establish salary ranges for the new classifications listed below by Minute Order Amendment to the Salary Ordinance.

Department	New classification	Salary range	Representation Unit/Group
Arrowhead Regional Medical Center	ARMC Laboratory Manager	72 (\$68,349 - \$87,402)	Management
Arrowhead Regional Medical Center	Rehabilitation Services Manager	72 (\$68,349 - \$87,402)	Management
Arrowhead Regional Medical Center	Supervising Rehabilitation Therapist	66 (\$60,736 - \$77,646)	Supervisory
County Counsel	County Counsel Lead Secretary	45 (\$35,298 - \$45,094)	Exempt Group C
Real Estate Services	Real Estate Services Manager	64 (\$56,160 - \$71,698)	Exempt Group C

BACKGROUND INFORMATION: This recommendation to create new classifications is necessary to implement actions approved by the Board of Supervisors as part of the budget. As part of Human Resources' ongoing efforts to streamline classification processes, we are requesting approval of new classifications concurrently with budget approval. These actions are subject to classification review. Human Resources conducted initial reviews on all these classifications and generally concurs with the requests. After final review, Human Resources may recommend minor changes without returning to the Board for approval. Such changes are limited to classification title, representation unit, the same or lower salary, or using an existing classification instead of creating a new classification.

The ARMC Laboratory Manager will plan and coordinate all functions within the laboratory, such as microbiology, bacteriology, blood bank, chemistry, hematology and serology. These duties are currently performed by the Physician Chairman of the Department of Laboratories. Adding this position will provide better coordination of various functions between technical and professional staff, the Department of Laboratories' pathologists, and ARMC Administration.

Page 1 of 2

Record of Action of the Board of Supervisors

75

The ARMC Rehabilitation Services Manager will plan and coordinate all of the rehabilitation services for ARMC, which includes physical therapy, occupational therapy, and speech therapy. The Supervising Rehabilitation Therapist positions will be the first line supervisor over physical therapy or occupational therapy. Currently, there is no managerial or supervisory staff in this unit and the program is coordinated by two lead workers. Creating these classifications will enable ARMC to hire managerial and supervisory staff to ensure efficient and effective rehabilitation services.

The County Counsel Lead Secretary positions will be responsible for providing lead supervision to the legal secretarial staff in County Counsel's office. The Real Estate Services Manager positions will manage either the real property or right-of-way functions in the Real Estate Services Department.

Fair Labor Standards Act (FLSA) status of new classes:

ARMC Laboratory Manager – Exempt
Rehabilitation Services Manager – Exempt
Supervising Rehabilitation Therapist - Exempt
County Counsel Lead Secretary – Covered
Real Estate Services Manager – Exempt

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by County Counsel (Jean-Rene Basle, Deputy County Counsel, 387-5477) on June 4, 2004 and the County Administrative Office (Kathy Kubesh, Administrative Analyst, 387-4636) on June 10, 2004.

FINANCIAL IMPACT: This action only creates the classifications and has no financial impact. The financial impact of adding positions in these classifications is included in the 2004-05 ARMC, County Counsel, and RESD budgets.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action because it is required to implement actions in the 2004-05 budget. This item also streamlines classification processes.

SUPERVISORIAL DISTRICTS: All

PRESENTER: Linda Matthews, Classification Manager, 387-5904